



### TRANSPORTATION SUPERVISOR

**Department:** Transportation

**FLSA Status:** Exempt

#### **GENERAL PURPOSE**

Oversees all aspects of the Transportation Department on day-to-day operations, which involves organizing and coordinating the activities, assisting in developing the department budget, maintaining drivers' records and DOT physicals, organizing in-service trainings, and serving on the Administration Team.

#### **ESSENTIAL JOB FUNCTIONS**

- Develops and administers a transportation program to meet all the requirements of the daily instructional program and extra-curricular activities in compliance with all State Laws and Regulations.
- Prepares bus routes for all public schools in the districts.
- Takes an active role in solving discipline problems occurring on school buses by conferring with superintendent, principals, and parents.
- Acts as liaison with parents for complaints and special requests.
- Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
- Recruits, trains, tests, supervises, and evaluates all transportation personnel, and makes recommendations on their employment, transfer, promotion, and release.
- Maintains an accurate record of activity runs, substitute drivers, etc. for payroll purposes.
- Makes recommendations for the transportation budget.
- Submits all reports required by insurance and state authorities.
- Advises superintendent on road hazards for decision on school closing during inclement weather.
- Assists in maintaining all district-owned vehicles and in developing plans for preventive maintenance.
- Attends appropriate committee and staff meetings.
- Plans and supervises the conducting of the Triennial School Census to include working with the private and parochial schools in checking whereabouts of students reported in the census but not present in the schools.
- Plans and manages the operations of all special transportation, including Governor School, alternative programs, and before and after school programs.
- Provides environment conducive to safe, efficient and effective task accomplishment.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Associate's degree required;

- Five (5) years of experience in a related field with increasing supervisory responsibilities;
- OR an equivalent combination of training and experience.
- Must possess a CDL and experience in handling a vehicle.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of pupil transportation programs and services.
- Knowledge of state and federal mandates, and regulations regarding transportation, safety and maintenance regarding school operations.
- Skill in planning and implementing a countywide transportation system effectively and within legal requirements.
- Skill in calculating in an accurate and timely manner computations, detailed routing, schedules, departmental budgets.
- Skill in organizing, staffing, evaluating, planning, and public relations.
- Ability to communicate effectively, orally and in writing.
- Ability to analyze situations, identify and solve problems.
- Ability to deal with problems involving several concrete variables in standardized situations.

### **WORKING CONDITIONS**

The employee is frequently working in and around mechanical and electrical equipment with occasional exposure to hazardous chemicals. The employee will also work inside, where the temperature is mild and the audio and visual stimuli are moderate.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will operate hand tools, electric tools, heavy-duty equipment and machines, and the employee will work with automotive chemicals and systems. The employee may also engage in heavy lifting and moving. The employee must also be able to operate a computer and work in an office space.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily.  
Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions*

*herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.*

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

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Employee Signature

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Date

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Supervisor (or HR) Signature

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Date